

**CLASSIFICATION:** PUBLIC WORKS PROJECT MANAGER III

**Class Code:** 7252-27

**Date Established:** 11-22-95

**Occupational Code:** 7-5-9

**Date of Last Revision:** 4-16-13

**BASIC PURPOSE:** To plan, supervise and coordinate the design and construction of major public works projects or provide technical expertise in the review of engineering and architectural systems design.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises the training and education of subordinate personnel to achieve engineering goals and to enhance ability to perform assigned duties.
- Plans, coordinates, and supervises the development of major public works projects.
- Resolves conflicts and avoids delays by identifying, analyzing and evaluating project factors.
- Communicates with organizations and public officials to inform interested parties of anticipated work schedules, maintains good public relations and solicits appropriate input for the projects.
- Studies, recommends and presents design problem solutions to supervisors.
- Acts as project manager to coordinate major public works projects and to ensure work is completed according to established timeframes.
- Reviews project records and approves the progress payment to the contractors.
- Reviews consultant's work on major public works projects.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Master of Science degree from a recognized college or university with a major concentration in civil, mechanical or electrical engineering or architecture.

**Experience:** Four years' post baccalaureate experience in the practice of engineering or architecture work.

OR

**Education:** Possession of a Bachelor's degree from a recognized college or university with a major study in civil, mechanical or electrical engineering or architecture.

**Experience:** Six years' post baccalaureate experience in the practice of engineering or architecture.

OR

**Education:** Possession of an Associate's degree from a recognized college or technical school with a major study in civil, mechanical, electrical or architectural technology.

**Experience:** Six years' experience in the practice of engineering at a level equivalent to Public Works Project Manager I (or higher), plus two additional years' experience in a position comparable to an Engineering Technician. Thirteen years' experience in a position comparable to an Architectural Technician under the direct supervision of a Licensed Professional Architect.

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**License/Certification:** Must be a Licensed Architect or Licensed Professional Engineer in the State of New Hampshire. (Applicants not possessing Professional Licensure as an Engineer or Architect may be hired at a one-salary grade reduction.)

**RECOMMENDED WORK TRAITS:** Knowledge of the principles and practices of engineering or architecture with special reference to the activities of the appropriate specialty. Knowledge of modern methods and techniques as applied to the design, construction, maintenance and operation of public works. Knowledge of effective supervision. Ability to perform mathematical computations applicable to engineering and architectural design operations. Ability to prepare, interpret and utilize engineering and architectural plans and specifications. Ability to plan and supervise the work of professional and technical assistants. Ability to make comprehensive recommendations on engineering problems. Ability to communicate effectively. Ability to establish and maintain effective working relationships with associates, subordinates, consultants, contractors, public officials and members of the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.